

Mission Statement
Article 1: Name
Article 2: Purposes
Article 3: Membership
Article 4: Officers
Article 5: The Executive Board
Article 6: Duties of the Officers
Article 7: Meetings
Article 8: District 210 Steering Committee
Article 9: Dues
Article 10: Quorum
Article 11: Elections
Article 12: Authority
Article 13: Amendments
Article 14: Termination of the Organization
Article 15: Scholarship Award
Article 16: Fundraisers and Events
Article 17: General Information

Mission Statement

To promote excellence and maintain the quality of the Lincoln-Way East High School music program through moral and financial support of the music students and music staff.

Article 1: Name

The name of this organization shall be the Lincoln-Way East High School Music Boosters.

Article 2: Purposes

Section 1 - To instill and maintain an enthusiastic interest in the various needs of the Lincoln-Way East High School Music program (Music Program).

Section 2 - To lend all possible support, both moral and financial, to the Music Program and related activities.

Section 3 - To cooperate with those in charge of the Music Program and with the School District Administration to the end that this program be at a level, comparable to and in accordance with all other activities as set forth by this school.

Article 3: Membership

Section 1 - The membership of this organization shall not be limited. Anyone interested in the progress of the Music Program is eligible for membership. All parents/guardians

of the members of the Music Program are to be considered as active members of this organization.

Section 2 - Paid membership entitles members to additional privileges offered through the Music Boosters organization.

Section 3 - Dues paid by the membership will be deposited in a scholarship fund in accordance with Article 15. (Amended 3/4/15)

Article 4: Officers

Section 1-The officers of this organization shall be a President, President-Elect, Secretary, Communications Coordinator, Treasurer, Treasurer-Elect, General Ways and Means Director 1, Ways and Means Director 2, IBA Ways and Means Chair, Charms Coordinator, and Marketing Coordinator. (Amended 3/12/03, 3/4/15, 4/19/17)

Section 2 - The elected officers of this organization shall serve for a term of one (1) year and may not succeed themselves. Individuals that serve one term as President-Elect and Treasurer-Elect will assume the responsibilities of President and Treasurer, respectively for the following term as applicable. General Ways and Means Directors and IBA Ways and Means Chair may succeed or alternate roles if approved by the board during slate selection. (Amended 3/12/03, 3/4/15, 4/19/17) If a position on the Executive Board becomes vacant during the year and the vacancy is filled according to Article 11, Section 5, Section 6 and Section 7, their respective term can be extended for the following term upon the recommendation of the Executive Board and the approving vote of the membership. (Amended 4/11/02, 3/4/15, 4/19/17)

Section 3 - The chairperson of the music department or his/her designee shall serve in an advisory role on the executive board.

Section 4

Intentionally Omitted (Amended 3/4/15)

Section 5 - Up to six non-elective non-voting positions as parent chairs will be added (such as Jazz, Marching Band/pep band, Musical, Madrigals, Orchestra, and Winterguard) to be adjunct to the board for these curricular/extra curricular programs. They would attend Executive Board meetings, work with the Communications Coordinator, and assist in getting parents involved. These positions will be appointed by the Executive Board based on surveys to fill these positions from the general booster population. Criteria for the appointed positions will follow Article 5 The Executive Board Section 1 and Section 4. Length of appointment may vary according to the position identified and season. (Amended 4/11/02, 4/19/17)

Article 5: The Executive Board

Section 1 - To be eligible to serve on the executive board you must be a parent or

guardian of a student enrolled in the music program, or of a student who will be a part of the program within one year of their term. (Amended 3/4/15)

Section 2 - The officers of this organization shall constitute its Executive Board.

Section 3 - The Executive Board shall have general supervision of the affairs of this organization.

Section 4 - Only one parent/guardian per family may serve on the Executive Board during a given term. In the special circumstances, this may be omitted based on recommendations from the music chair and a vote of the Executive Board (Amended 3/4/15, 4/19/17, 5/3/17)

Section 5 - Executive Board decisions are governed by a simple majority of the entire board.

Article 6: Duties of the Officers

Section 1 - The President shall preside at all meetings of the organization, appoint/approve all committee chairpersons and shall be ex-officio, a member of all committees.

Section 2 - The President-Elect shall assume all the duties of the President in his/her absence and shall assume the office of the President upon vacancy of the position. (Amended 3/4/15)

Section 3 - The Secretary shall keep all official records, record and distribute minutes of all general meetings, record minutes of Executive Board meetings, and attend to correspondences as needed. Should the President and President-Elect be absent, the Secretary will preside over meetings. (Amended 4/19/17)

Section 4 - The Treasurer shall receive all receipts, make all disbursements with the approval of the Executive Board, and keep an accurate record of each financial activity and total funds. The Treasurer shall make available a statement of accounts at all Executive Board and general meetings. (Amended 3/4/15)

Section 5 - The Treasurer-Elect is responsible for managing all Individual Bank Accounts, here after referred to as (IBAs), and collecting all deposits. He/she shall assume the office of Treasurer upon vacancy of the position. (Amended 3/4/15)

Section 6 - The Ways and Means Directors (2) are responsible for organizing and supervising all general fund raising committees, securing all committee chairpersons, and presenting a monthly activity report at all executive and general meetings.
(Amended 4/19/17)

Section 7 - The IBA Ways and Means Chair is responsible for organizing and supervising all IBA fund raising committees, securing all committee chairpersons, and presenting a monthly activity report at all executive and general meetings.
(Amended 3/12/03, 3/4/15, 4/19/17)

Section 8 - The Communications Coordinator is responsible for setting up and maintaining the email system to communicate music program events, updating booster social media accounts, working with all fundraising chairs for proper information and volunteer needs (Amended 3/12/03, 3/4/15, 4/19/17)

Section 9 – The Charms Coordinator will assist with the Treasurer Elect and the IBA Ways and Means Chair to ensure all information is setup and available in the Charms application. They will also be responsible for adding new members, maintaining the database, provide reporting, assist in processing either collections or fundraising information. This is a voting board member. (Amended 4/19/17, 4/23/17)

Section 10 – The Marketing Coordinator will develop and maintain public relations channels outside of the booster organization for marketing, social media, and school district channels for music booster information. They will be responsible for the maintenance of the LWE Music Booster website and coordinate updates for the Music Boosters. This is a voting board member. (Amended 4/19/17, 5/3/17)

Article 7: Meetings

Section 1 - The regular meetings of this organization shall be held once a month. The time and place will be designated by the Executive Board.

Section 2 - Special meetings may be called by the President and the Executive Board and they may cancel regular meetings.

Article 8: District 210 Steering Committee

A steering committee will be established to maintain continuity, communication and set direction between the District Music Booster Organizations. The committee will consist of individuals as follows:

One District Representative (chosen by the District Administration)
 Department Chairs - one from each school
 Presidents - one from each Music Booster Organization
 President-Elects - one from each Music Booster Organization
 Treasurers - one from each Music Booster Organization
 Ad-hoc (non-voting members) members will be added to provide

support and information as needed

There will be semi-annual meetings held in January and June on dates to be mutually agreed upon. (Amended 3-12-03)

Additional meetings can be called as needed by the District Representative or any President.

The District Representative responsibilities are to oversee the district music booster holding account and act as an unbiased mediator between all Music Booster organizations.

A district music boosters holding account will be established to deposit all money associated with district fund raisers as listed in Article 16. As money is collected, it will be placed into the district account. Distribution of profits will be completed after expenses for the corresponding fund-raiser are recouped by the organization providing the bank. The District Representative will transfer said money equally into each respective Music Booster organization's general fund in \$1000.00 increments, the minimum amount to be transferred is \$1000.00 to each organization. Interest gain by the district music boosters holding account will be kept in the account and become part of the total funds used to calculate the transfer of funds as mentioned above.

Article 9: Membership Fees

Section 1 - The membership fees shall be established by the Executive Board at its last meeting of the existing school year. The funds are received via electronic means from the school district. (Amended 4/19/17)

Article 10: Quorum

Section 1 - A majority of the members of the Executive Board shall constitute a quorum.

Section 2 - The members present at a regular meeting constitutes a quorum. (Amended 5/3/17)

Article 11: Elections

Section 1 - A Nominating Committee shall be comprised of the President, President-Elect, Treasurer-Elect and two (2) members at-large appointed by the President.

Section 2 - This committee will convene in March and present the slate of new officers at the general April meeting. After the slate is presented, nominations will be accepted from the general membership. Those persons nominated from the floor shall be present at that time to accept the nomination. **Nominations from the floor for next year's term shall exclude the slated positions of President and Treasurer, unless there is**

not a current seated President Elect or a current seated Treasurer Elect to move into the President and/or Treasurer positions for the following term.

Nominations will begin with the group of Elect or Coordinator positions, including: President Elect, Communications Coordinator, Marketing Coordinator, IBA Ways and Means Chair, Charms Coordinator, and Treasurer Elect in any order. Then the group of Director level positions, including Secretary, Ways and Means Directors, Treasurer, and President (**If no current seated President Elect and/or Treasurer Elect**) in any order. Nominees will accept or reject their nomination the day of the general meeting when they were nominated. If multiple nominations occur for a singular position, then a primary will need to be held at the April general meeting to bring the slate to a one person per position that would move forward and be voted on at the May meeting as designated in Section 3. Nominations will be closed at the April general meeting.

A primary ballot would be made available to each general booster member in attendance at the April meeting for completion. These ballots would be submitted to the Secretary who is responsible for tallying and amending the minutes of the meeting with the results. He/she will share this information with the Dept. Chair who will announce the results of the ballot at the meeting. The slate will be revised with the updated candidates and be posted at the meeting. The slate is then submitted for approval by vote to the general booster members (Membership in Article 3 Section 1). (Amended 3/4/15, 4/23/17, 5/3/17)

Section 3 - Election of Officers will be held at the general May meeting. Article 10, Section 2 relating to Quorums will govern when an election is held.

Section 4 - Newly elected officers shall begin their term at the June Executive Board meeting and continue through the general May meeting the following year.

Section 5 - In the event the President-Elect cannot complete his/her term, or cannot fulfill his/her commitment the following term, the Executive Board at that time, shall elect a new President-Elect from the current Executive Board. The newly elected President-Elect will then follow the guidelines of Article 6, Section 2.

Section 6-If the President or Treasurer cannot complete their terms, the President-Elect or Treasurer-Elect will assume the responsibilities of the high office. (Amended 3/12/03, 4/19/17)

Section 7 - If the positions of Treasurer-Elect, Secretary, Communications Coordinator, IBA Ways and Means Chair, Charms Coordinator or Marketing Coordinator shall become vacant during a term, the Executive Board will solicit a new officer from the membership. (Amended 3-12-03, 4/19/17) The new officer candidate will be presented

to the membership at the next general meeting, where a general vote will confirm or not confirm the candidate. If confirmed, the newly elected officer will immediately assume his/her responsibilities. If the candidate is not confirmed, the process will begin again and a new candidate will be presented at the next general meeting.

Article 12: Authority

Section 1 - The rules contained in Robert's Rules of Order, Revised, shall govern this organization in cases in which they do not conflict with the rules of the organization.

Article 13: Amendments

Section 1 - The Constitution and By-Laws may be amended by a majority vote of the members present at any regular meeting, providing the proposed amendments or amendments have been duly presented to the members at the preceding regular meeting of the organization.

Article 14: Termination Of This Organization

Section 1 - All properties and funds of this organization shall become the property of Lincoln-Way East High School, for the sole purpose of the Lincoln-Way East Music Program, under the direction of the Board of Directors at the time of termination.

Article 15: Scholarship Award

Section 1 - This organization has established and will collect moneys to fund a perpetual Tyler C. Valkema Memorial Scholarship Fund. The scholarship will be awarded to a graduating senior(s) who is pursuing his/her further education in music. (Amended 3/4/15)

Section 2 - This fund shall consist of minimum of \$5,000 in principal. Scholarships awarded will come from annual membership dues and interest earned in this account. The number of scholarships and the amount of each will be determined annually by the Scholarship Committee appointed by the Music Dept. Chair. The Scholarship Committee will consist of a minimum of two members of the Executive board, a music department curricular instructor, a minimum of three at large music booster parents. Parent of senior music students are excluded from participation in the Scholarship Committee (Amended 4/19/17)

Article 16: Fundraisers and Events

Section 1 - All current and proposed fundraisers that would benefit the general fund of the booster organization or the Student IBA will be reviewed and authorized by the Executive Board prior to chairperson and dates selection.

Section 2 - Fundraisers and events will be categorized in three ways; district, separate but simultaneous and independent:

* A district fundraiser or event is defined as a jointly operated function where all school district booster organizations share the labor with the income/profit being split according to established guidelines.

* A separate but simultaneous fundraiser or event is defined as a function that is operated at exactly the same time using the same pricing guidelines and order forms or booklets. Each booster organization will handle its own funding, labor and guidelines. All income/profits stay within each respective organization.

* An independent fundraiser or event is defined as a function that is coordinated by the individual booster organization utilizing their respective funds, labor and establishing their own guidelines. Dates, timing and operation decisions are strictly left up to the particular booster organization. All income/profits stay within that respective organization.

Section 3 - SIAM Card Sale (District) - The SIAM Card Sale will be operated as a district fundraiser. There will be one district chairperson, and each booster organization will identify a co-chairperson. The district chairperson will oversee the entire operation whereas the co-chairs will be responsible for obtaining the required manpower for their particular campus organization. Profits for the first year (2001-2002) of the split will be divided equally between organizations. After that, the Steering Committee will analyze the data from the previous year to determine the appropriate split of monies.

Section 4 - Guidelines on other fundraisers will be determined as necessary at the semi-annual District 210 Steering Committee meetings.

Article 17: General Information

Section 1 - At the conclusion of an event all committee chairpersons shall submit a written report summarizing their activity, including forms, documents, communications, and financial information to the General Ways and Means Directors. Additionally, if the fund raiser involves student IBA's, a summary of the monetary distribution to each involved student is to be presented to the Treasurer-Elect for posting. All reports and receipts for reimbursement will be submitted within 30 days of the conclusion of the event. (Amended 3/4/15, Amended 4/19/17)

Section 2 - The Executive Board will appoint a sub-chair position, "Purchasing Agent," under the direction of Ways and Means, and the individual event's chair-person. This position will ensure better prices of purchases, and limit the number of people involved with businesses.

Section 3 - The constitution and by-laws of this organization shall be reviewed, revised and updated as necessary every two years (Amended 4/11/02) school year. The President will appoint a committee to complete this task. Article 13, Section 1 dealing with Amendments will govern all changes. (Amended 4/19/17)

The above Constitution was revised and accepted by the general membership on the 24th day of May, 2017.

Approved and Signed by the current President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Ways and Means Director, Ways and Means Elect, and Communication Coordinator.